



# **2005-06 CONSOLIDATED GRANTS PROGRAM FULL PROPOSAL SOLICITATION NOTICE FOR OCEAN PROTECTION PROJECTS MARCH 14, 2006**

## **OCEAN PROTECTION PROJECT APPLICATIONS ARE DUE BY 11:59 P.M. ON TUESDAY, MAY 9, 2006.**

### **I. INTRODUCTION**

This Solicitation Notice specifically targets those applicants **invited** to submit a Full Proposal application for an ocean protection project, as part of the 2005-06 Consolidated Grants Program.

The State Water Resources Control Board (State Water Board) is administering six watershed and nonpoint source grant programs concurrently through the 2005-06 Consolidated Grants Program. The six programs are funded using approximately \$143.55 million from Proposition 40, Proposition 50, and federal appropriations. At least \$10 million of the Coastal Nonpoint Source Pollution Control (CNPS) Program funds will be used to fund ocean protection projects that meet the mutual priorities of the State Water Board and the Ocean Protection Council.

The 2005-06 Consolidated Grants Program Guidelines (Guidelines) establish the process used to solicit applications, evaluate proposals, and award grants. The Guidelines are posted on the State Water Board website at:

[http://www.waterboards.ca.gov/funding/cg\\_guidelines.html](http://www.waterboards.ca.gov/funding/cg_guidelines.html)

**Prospective applicants with ocean protection projects should read this Solicitation Notice and the entire contents of the 2005-06 Consolidated Grants Program Guidelines.**

### **II. APPLICATION INSTRUCTIONS**

This section provides instructions for preparing and submitting an application. The section consists of three subsections: How to Submit, What to Submit, and Requirements for Attachments. It is important that the applicant follow the Application Instructions to ensure their application will address all of the required elements. Applicants are reminded that once the application has been submitted to the State Water Board, any privacy rights as well as other confidentiality protections afforded by law with respect to the application package will be waived.

Proposals will be evaluated and scored based on the information provided in the Full Proposal and the expertise of the reviewers, without regard to the Concept Proposal score. However, the Full Proposal will be evaluated for consistency with what was submitted in the Concept Proposal and major changes to the scope of work may disqualify the proposal.

#### **A. HOW TO SUBMIT**

Applicants must submit a complete application on-line using the State Water Board Financial Assistance Application Submittal Tool (FAAST). The on-line FAAST application for the ocean protection project grants, which are part of the 2005-06 Consolidated Grants Program, will be made available on-line at the following secure link:

<https://faast.waterboards.ca.gov>

Once the ocean protection project FAAST application is available on-line, an e-mail will be sent to applicants invited to submit ocean protection project Full Proposals as part of the 2005-06 Consolidated Grants Program.

FAAST allows an applicant to save an application in progress on-line and then submit the application only when the applicant has gathered and entered all required information. At the time the application is submitted, an automated confirmation e-mail will be sent to the applicant confirming date and time of submission.

- ❖ Applicants must use the FAAST system to submit an application.
- ❖ A complete application must be submitted no later than 11:59 P.M. on **May 9, 2006**. Late applications will NOT be accepted. **Applicants are strongly encouraged to submit their applications early to avoid disqualification.** We recommend submittal of applications prior to 5:00 P.M. because technical assistance for FAAST will not be provided after 5:00 P.M. on Tuesday, May 9, 2006.
- ❖ If an applicant has a question or problem with FAAST, please contact FAAST staff by phone at 1-866-434-1083, Monday through Friday, 8:00 A.M. – 5:00 P.M., or by e-mail at [faast\\_admin@waterboards.ca.gov](mailto:faast_admin@waterboards.ca.gov).
- ❖ If an applicant has a question as to the content or information requested in the Solicitation Notice, please see the [Contact List](#) included at the end of this Solicitation Notice.
- ❖ The Full Proposal grant application in FAAST consists of seven sections outlined below in the [Application Completeness Checklist](#) which is part of this Solicitation Notice. Within FAAST, pull down menus, text boxes, or multiple-choice selections will be used to submit answers to the questions. The checklist below is provided as a way for applicants to ensure they have submitted the required information.

#### **FAAST USER HINTS:**

- **Applicants should use a PC. Use of a MacIntosh Computer will impede your ability to save your work to FAAST.**
- **Applicants should use Internet Explorer, version 6.0, or above. Use of any other internet browsers will impede your ability to save your work to FAAST.**
- **Answers in text boxes can not exceed the 1,000 character limit (includes spaces and characters). Exceeding the 1,000 character limit can impede your ability to save your work to FAAST.**

## **B. WHAT TO SUBMIT**

The majority of the proposal content will be contained in the attachments. The remainder of the proposal content will be provided in response to questions directly entered into FAAST. Appendix I-1 of the 2005-06 Consolidated Grants Program [Guidelines](#) contains a description of the required grant proposal content.

FAAST tracks attachments by an **attachment title, not file name**. When uploading an attachment in FAAST the Attachment Title naming convention is as follows:

AttX\_AttachmentName\_#ofTotal#

Where “AttX” is the attachment letter; “AttachmentName” is the name for the attachment as specified below in the [Attachments: Title and Requirements](#) table; and “#ofTotal#” allows the reviewer to know how many files make up an attachment, where “#” is the number of a file and “Total#” is the total number of files submitted in the attachment. For example, Attachment C – Stakeholder Involvement and Coordination is made up of 6 files, the fourth file in the attachment submittal would be named: AttC\_StkInvCoord\_4of6.

The file name section in FAAST requires a computer path to the file location on the applicant's computer. While there is no specific naming convention given here for the file name, applicants should consider using a similar name

to the attachment title to simplify personal file management. **Do not use special characters such as dashes, asterisks, symbols, spaces, percentage signs, etc. Underscores are acceptable, as shown above.**

### **C. REQUIREMENTS FOR ATTACHMENTS**

Applicants are required to submit Attachments A through N to complete the Full Proposal for ocean protection projects under the Proposition 50 CNPS Program. Please refer to the [Attachments: Title and Requirements](#) table in this Solicitation Notice for discussion of the required attachments.

## APPLICATION COMPLETENESS CHECKLIST

Please check the box for each section of the application updated or completed.

### GENERAL INFORMATION

*Update this section of the FFAST application per the comments received on your Concept Proposal submittal.*

The following fields **must** be completed:

<input type="checkbox"/> Project Title	Provide title of the proposal.
<input type="checkbox"/> Project Description	Provide a brief description of the proposal, approximately 1-2 paragraphs (max. 1,000 characters).
<input type="checkbox"/> Project Director	Provide name and details of the person responsible for executing the grant agreement for the applicant. Subcontractors that will be paid by the grant cannot be listed as the Project Director.
<input type="checkbox"/> Grants Funds Requested	Provide amount of grant funds requested for the proposal in dollars.
<input type="checkbox"/> Local Cost Match	“Local Cost Match” is the same as “Funding Match” in the Guidelines. <b>The amount of the funding match required is based on the total budget, not the amount of grant funds requested.</b> Provide Funding Match for the proposal in dollars. Section III.A.ii (page 11) of the <a href="#">Guidelines</a> provides additional information regarding Funding Match requirements. <b>Applicants must demonstrate that a funding match will be provided, or request a waiver or reduction of the funding match (Appendix D of the <a href="#">Guidelines</a>).</b>
<input type="checkbox"/> Total Budget	The total project budget is the funds requested plus the local cost match. Provide total cost for the proposal in dollars. This amount must agree with the total proposal costs shown in Attachment E of the application.
<input type="checkbox"/> Latitude/Longitude	Enter Latitude/Longitude coordinates of the approximate mid-point of the project in degrees using decimal format.
<input type="checkbox"/> Water	Provide name(s) of watershed(s) the project covers. If the project covers multiple watersheds, list the primary watershed first.
<input type="checkbox"/> County	Provide county where the project is located. If the project covers multiple counties, select “Multiple Counties” from the drop down list.
<input type="checkbox"/> Responsible Regional Water Board	Provide the Regional Water Board where the project is located. If the project extends beyond more than one Regional Water Board boundary, select “Multiple Regional Water Boards” or “Statewide” from the drop down list based on the project’s geographic scope.

### ☐ FUNDING PROGRAM

Proposition 50 CNPS Program ocean protection project applicants must select the “**Coastal Nonpoint Source Pollution Control Program**.” If a different funding program is selected, the proposal will **not** be considered.

### ☐ LEGISLATIVE INFORMATION

*Update this section of the FFAST application.*

Enter the State assembly, State senate, and United States congressional districts where the project is located. For projects that include more than one district, please enter each district. Look at the tables provided in FFAST to assist with determining the appropriate district(s).

## APPLICATION COMPLETENESS CHECKLIST

Please check the box for each section of the application updated or completed.

### ☐ AGENCY CONTACTS

***Update this section of the FFAST application.***

If the applicant has been collaborating with State or Federal agencies (e.g., Regional Water Board, State Water Board, U.S. Environmental Protection Agency, Partner Agency, etc.) in Full Proposal development, please provide agency name, first and last name of agency contact, phone number, and e-mail address. This information is used to identify individuals that may have an understanding of a proposal and in no way indicates an advantage or disadvantage in the ranking process.

### ☐ COOPERATING ENTITIES

***Update this section of the FFAST application.***

Include entities that have/will assist the applicant in proposal development or implementation. Provide name(s) of cooperating entity(ies), the **role/contribution** to the proposal, first and last name of entity contact, phone number, and e-mail address.

### ☐ APPLICATION QUESTIONNAIRE IN FFAST

To view the complete list of information included in the application, please refer to Appendix I-1 of the [Guidelines](#). The answers entered in FFAST will be used in reviewing, scoring, ranking, and selecting projects for funding.

### ☐ APPLICATION ATTACHMENTS

Provide the attachments listed in the [Attachments: Title and Requirements](#) table by attaching files to the FFAST application. When attaching files, please use the naming convention found in [Section II.B](#) of this Solicitation Notice. For instructions on attaching files, please refer to the [FFAST User Manual](#). Page limitations and other information to be included in these attachments may be found in the [Attachments: Title and Requirements](#) table of this Solicitation Notice.

The following criteria must be met for all text attachments:

- Letter (8.5" x 11") size paper;
- Single-spaced or wider; Times New Roman font - Size 11 or larger; and
- One inch (1-inch) margins.

Digital files and reports should be furnished in non-proprietary formats. Documents with complex layout and formatting should be submitted in PDF format. Embedded images in PDF files should be reduced to web resolution of 72-100 dots per inch (dpi). Data files should be submitted in non-proprietary formats such as comma separated values (CSV), tab delimited, or other text delimited formats. Microsoft Excel (.xls) format should only be used when features are needed that are not available in non-proprietary formats.

Attachments, maps, photographs, documents, and reports should be formatted with no component larger than 5 megabytes (MB). Documents greater than 5 MB should be divided into parts (e.g., cover page, table of contents, chapters, figures, photos, appendices).

## ATTACHMENTS: TITLE AND REQUIREMENTS

Please check the box for each attachment completed.

☐ **Attachment A: Project Description & Objectives**

*Limit of two (2) pages of text plus maps.* The attachment should contain the information requested in Section II.A of Appendix I-1 (page 74) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “ProjDesc” for this attachment.

☐ **Attachment B: Project Team & Administration**

*Limit of one (1) page of text.* The attachment should contain the information requested in Section II.B of Appendix I-1 (page 74) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “TeamAdmin” for this attachment.

☐ **Attachment C: Stakeholder Involvement & Coordination**

*Limit of one (1) page of text plus attachment of letter(s) of support.* The attachment should contain the information requested in Section II.C of Appendix I-1 (page 74) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “StkInvCoord” for this attachment.

☐ **Attachment D: Financing/Funding Match**

The attachment should contain the information requested in Section II.D of Appendix I-1 (page 75) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “FinFundMatch” for this attachment. The applicant must submit a written statement detailing the financing and the funding match. If requesting a waiver or reduction of the funding match, applicant must supply the information requested in Appendix D (pages 39-43) of the Guidelines, including Exhibit D-1.

☐ **Attachment E: Cost Estimate/Budget**

*Limit of two (2) pages of text plus Table I-2.* The attachment should contain the information requested in Section II.E of Appendix I-1 (pages 75 and 76) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “CostEstBudget” for this attachment.

☐ **Attachment F: Schedule**

*Limit of one (1) page of text plus 1 chart/timeline/Gantt Chart if desired.* The attachment should contain the information requested in Section II.F of Appendix I-1 (page 75) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “Schedule” for this attachment.

☐ **Attachment G: Scope of Work & Grant Agreement Readiness**

*Limit of seven (7) pages:* Five pages of text may be used to provide the information requested in the first four bullets of Section II.G of Appendix I-1 (page 78) of the [Guidelines](#). An additional two (2) pages may be used to provide information requested in the last two bullets. For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “ScopeGrantAgree” for this attachment.

☐ **Attachment H: Environmental Justice Needs & Issues (If Applicable)**

*Limit of 1 page of text.* The attachment should contain the information requested in Section II.H of Appendix I-1 (page 78) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “EnviroJustice” for this attachment.

## ATTACHMENTS: TITLE AND REQUIREMENTS

Please check the box for each attachment completed.

☐ **Attachment I: Education & Outreach (If Applicable)**

*Limit of 1 page of text.* The attachment should contain the information requested in Section II.I of Appendix I-1 (pages 78 and 79) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “EduOutreach” for this attachment.

☐ **Attachment J: Implementation Proposals Supplemental Requirements**

*Limit of ten (10) pages of text plus the performance measures table.* The attachment should contain the information requested in Section IV, subsections A-F of Appendix I-1 (pages 82 and 83) of the [Guidelines](#). Note: Use headers A-F as laid out in Section IV. For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “ImplSupplemental” for this attachment.

☐ **Attachment K: CNPS Program Supplemental Submittal Requirements**

*Limit of one (1) page of text.* The attachment should contain the information requested in Section V.A of Appendix I-1 (page 84) of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “CNPSProgSpec” for this attachment.

☐ **Attachment L: Application Completeness Checklist**

Please copy and paste the Application Completeness Checklist table from this Solicitation Notice into a new document. Mark the boxes where you have made an update or have completed and included an Attachment as part of your application. For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “AppChecklist” for this attachment.

☐ **Attachment M: Certificate of Incorporation (Applicable to Nonprofit Organizations)**

See page 72 of Appendix I-1 of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “CertIncorporation” for this attachment.

☐ **Attachment N: Exhibit I-1 (If Applicable)**

*Limit of one (1) page.* Answer applicable questions from pages 72 and 73 of Appendix I-1 of the [Guidelines](#). For the “AttachmentName” in the naming convention described in Section II.B of this Solicitation Notice, use “ExhibitI1” for this attachment.



<b>CONTACTS LIST</b>		
<b>NAME</b>	<b>EMAIL ADDRESS</b>	<b>PHONE NUMBER</b>
<b>CALIFORNIA COASTAL COMMISSION</b>		
Mr. Jack Gregg	jgregg@coastal.ca.gov	(415) 904-5246
<b>SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION</b>		
Ms. Lindy Lowe	lindyl@bcdca.gov	(415) 352-3642
<b>STATE COASTAL CONSERVANCY</b>		
Mr. David Hayes	dhayes@scc.ca.gov	(510) 286-0736
<b>REGIONAL WATER QUALITY CONTROL BOARD 1 – NORTH COAST</b>		
Ms. Bernadette Reed	breed@waterboards.ca.gov	(707) 576-2678
<b>REGIONAL WATER QUALITY CONTROL BOARD 2 – SAN FRANCISCO</b>		
Ms. Susan Gladstone	sgradstone@waterboards.ca.gov	(510) 622-2352
<b>REGIONAL WATER QUALITY CONTROL BOARD 3 – CENTRAL COAST</b>		
Mr. Bill Hoffmann	bhoffmann@waterboards.ca.gov	(805) 772-3834
<b>REGIONAL WATER QUALITY CONTROL BOARD 4 – LOS ANGELES</b>		
Mr. Raymond Jay	rjay@waterboards.ca.gov	(213) 576-6689
<b>REGIONAL WATER QUALITY CONTROL BOARD 8 – SANTA ANA</b>		
Mr. Mark Adelson	madelson@waterboards.ca.gov	(951) 782-3234
<b>REGIONAL WATER QUALITY CONTROL BOARD 9 – SAN DIEGO</b>		
Mr. David Gibson	dgibson@waterboards.ca.gov	(858) 467-4387
<b>STATE WATER RESOURCES CONTROL BOARD – OCEAN STAFF</b>		
Mr. Dominic Gregorio	dgregorio@waterboards.ca.gov	(916) 341-5584
<b>STATE WATER RESOURCES CONTROL BOARD – DIVISION OF FINANCIAL ASSISTANCE STAFF</b>		
Ms. Erin Ragazzi	enragazzi@waterboards.ca.gov	(916) 341-5733
<b>FAAST ADMINISTRATIVE TEAM</b>		
Ms. Aubree French	afrench@waterboards.ca.gov	(916) 341-5729
Ms. Ibyang Rivera	irivera@waterboards.ca.gov	(916) 341-5440